

OUTREACH AND ADMISSIONS

Region II Employability Kit

Name:

Documents Required	OA	Travel	Center	CTS
Original or certified copy of a Birth Certificate issued by a state, county, municipal authority or outlying possession of the U.S. bearing an official seal.				
U. S. Social Security Card issued by the Social Security Administration				
Driver's License or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.				
INS Alien Registration (if applicable)				

Name:

- ☐ High School Diploma or GED
- ☐ **Certified** High School Transcripts
- ☐ School Records
- ☐ Individual Education Plans (if applicable)
- ☐ ASVAB Test Results (if available)
- ☐ INS Alien Registration (if applicable)
- ☐ TANF - Public Assistance documentation
- ☐ Voter Registration Cards
- ☐ Medical Insurance Card (if available)
- ☐ Immunization records
- ☐ Any Picture Identification Card (if available)
- ☐ Parental Consent for use of student photos (if under 18)
- ☐ Student consent for use of student photos (if 18 or over)
- ☐ For students under 18 years of age a signed **Parental Consent Form** required to secure a state issued driver's license. Forms are available from the states that the students will be sent to.

Orderly Separations

Name:

Forty-five days before separation, centers are to arrange the following:

☐ **Pre-separation Telephone Call**

Date:

☐ **Email (or fax) resume to the post center provider**

Date: _____

☐ **Email (or fax) updated contact sheet**

Date:

☐ **Mail Release of Information Form**

Date:

Unscheduled Separations

Name:

At separation, centers are to arrange the following:

☐ **Email (or fax) resume to the post center provider**

Date: _____

☐ **Email (or fax) updated contact sheet**

Date:

☐ **Mail Release of Information Form**

Date:

CTS Folder Management

- 1) Pre-Arrival Phone Call Narrative
- 2) Employability Kit Checklist
- 3) Resume
- 4) ETA 6-78 and Employment Verification
- 5) Contact Sheet
- 6) Release of Information Form
- 7) Transition Check Receipt

Instructions for OA Offices

OA staff need to provide each student with an “**employability folder**” that the student will carry with him/her to the Center. **OA staff** no longer need to make copies of the subject documents unless they are required by the PRH (Social Security Card) as well as the required documentation for sample folders. **OA staff** should view the required items in the folder when the students **visit their office** and also when the **students depart for center**. If forms are missing, every effort should be made to help the student secure the missing form.

Instructions for Employability Kit

OA staff should ensure that all students bring **ORIGINALS** of the “**Employability Kit**” documents to the Centers in a plastic folder provided by the OA office:

Instructions for Other OA Documents

OA staff should mail **COPIES** of the other documents. Please check what is included in the folder and attach this document to the OA folder that is mailed to the center.

Instructions for Center Career Preparation and Career Transition Readiness Staff

Center staff should review the folder upon **arrival** and at the **first ESP** prior to entry into CDP. If forms are missing, every effort should be made to help the student secure the missing form.

Center staff only need to forward the three items listed below to the CTS office **45 days prior to separation for orderly separations** and **within three days after separation for unscheduled terminations** :

Resume (Email or fax)

Updated contact sheet (Email or fax)

Signed Release of Information Form (Mail)

Center staff do **NOT** need to send copies of diplomas, trade certificates, PCDPs, TARs, etc. Email copies of the resume and contact sheet are preferred.

Instructions for CTS Staff

CTS staff should check the folder for all of the required documents when the student transitions to **CTS**. If forms are missing, every effort should be made to help the student secure the missing form. CTS staff need to develop folders for students following the guidelines outlined in the folder management section.

Instructions for All Staff

Staff in all areas no longer need to make copies of the subject forms. If forms are missing anytime in the process (OA, Center, CTS), that office should make every effort to help the student secure the missing form. Costs associated with retrieving this information are fully allowable as a part of your Job Corps contract. Electronic forms that are available in CIS/CTS, i.e. ePCDP, do **NOT** need to be copied. Employability Kit information also does not need to be copied.